**CONSTITUTION**

METROPOLITAN WASHINGTON AIRPORTS POLICE ASSOCIATION (M.W.A.P.A.)

LOCAL 5004

INTERNATIONAL UNION OF POLICE ASSOCIATIONS

(I.U.P.A.), AFL-CIO

**ARTICLE I**

The name of this organization shall be the Metropolitan Washington Airports Police Association, Local 5004 (the “Union”), of the International Union of Police Associations AFL-CIO(IUPA)

**ARTICLE II**

**Affiliations**

The Union shall be affiliated with IUPA.

**ARTICLE III**

**Objectives**

The Unionshall carry out the objectives of IUPA on a local level, for the benefit of employees engaged in law enforcement for the Metropolitan Washington Airports Authority (“MWAA”).

**ARTICLE IV**

**Membership and Dues**

Section 1. Qualifications. All persons regularly employed as sworn police officers at the rank of Corporal and below, for MWAA are eligible for membership in the Union, subject to the requirements of IUPA’s Constitution. The President, Vice Presidents, Secretary and Treasurer are delegates to the International Convention by virtue of their office.

Section 2. Application. Application for membership shall be made on a standard application form. Such form shall include a valid authorization for payroll deduction of dues.

Section 3. Dues. Union membership dues shall be indicated on the membership application unless and until increased by a majority vote of themembership after thirty( 30) days advanced notice. However, should IUPA raise its costs, a vote will not be required.

Section 4. Payment of Dues. Dues shall be collected through regular payroll deductions and any employee who pays through such methods shall be considered a member in good standing.

Section 5. Eligibility to Vote. A member shall be eligible to vote only once the member has paid dues and has been in good standing for a period of at least thirty (30) days.

**ARTICLE V**

**Meetings**

Section 1. Time and Place. Union meetings shall be held on an as needed basis and at a time and place to be fixed by the Union Board, or the President. The Board shall provide fifteen (15) days prior notice of any meeting.

Section 2. Special Meetings. Special meetings may be called by a majority of the Board, or by petition filed with an Board and signed by twenty (20) percent of the members of the Union. Special meeting may also be called by the President or by the Board.

Section 3. Quorum for Membership Meetings. The quorum for membership meetings of the Union shall be at least five percent (5%) of the membership. All Executive Board officers shall be counted as members for the purpose of a quorum.

Section 4. Quorum for Board Meetings.The quorum for the Board meetings shall be at least 5 of the 8 Board members.

**ARTICLE VI**

**Officers, Nominations and Elections**

Section 1. Titles, Terms of Office, and Board. The officers of the Union consist of a President, two (2) Vice Presidents, a Secretary, a Treasurer and three (3) Head Shop Stewards. One Vice President and one Head Shop Steward shall be elected at each station, National and Dulles. In addition, one Head Shop Steward shall be elected for Headquarters command. These eight (8) shall constitute the Board. The President position shall be elected one month prior to any other elected officer position. These offices shall have a term of three (3) years. The President shall serve as the Executive Director.

Section 2. Nominations. Nominations shall be made at regular or special meetings of the Union. At least fifteen (15) days advance notice to the membership shall be given prior to the nomination. A nominating committee may be appointed to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. Nominations from the President position shall be held in May with the President assuming post on 1 June. Nominations for all other positions will be held in June with a posting of 1 July.

Section 3. Eligibility for Elected Office. To be eligible for office, a member must be in good standing in the police department and the Union for one (1) year. the . Officers are eligible for elected office one (1) year after completion of their probationary period.

Section 4. Conduct of Election. Board members shall be elected by secret ballot vote. The balloting shall be conducted to afford all members a reasonable opportunity to vote, and may be conducted via electronic voting. At least fifteen(15) days advanced notice shall be given to the membership prior to holding any election. The candidate receiving the most votes shall be elected. Should any election result in a tie, with all else being equal, the candidate with the most seniority within MWAA as a sworn police officer will be elected.

Section 5. Conduct of Elected Officers. Elected officers shall conduct themselves in a manner that does not reflect negatively upon the Union. Notwithstanding the above, at no time will an officer be removed from office without cause unless approved by the Executive Board. If the Executive Board is unable to make a decision, the membership will vote to decide the issue. The recall vote shall take place within fifteen (15) days at a special recall vote hearing.

Section 6. Vacancies. Vacancies in office shall be filled for the remainder of the term by vote of the Executive Board.

**ARTICLE VII**

**Duties of Officers and Board/Committee**

Section 1. President. The President:

A. Shall be the chief operating officer and shall direct the day-to-day officers of the Union.

B. Shall be the primary liaison for Command Staff at the rank of Deputy Chief and above.

C. Shall preside at all meetings of the Union.

D. Shall appoint all standing committees and all special committees of the Union, subject to the approval ofthe Executive Committee.

E. All funds drawn against the local in excess of $500.00 requires the signature or an electronic approval.

F. Shall report periodically to the membership regarding the progress and standing of the Union’s activities.

Section 2. First Vice President. The position of First Vice President shall alternate between the stations at each election. The First Vice President shall:

A. Shall assist the President with the duties of office.

B. Shall assume command in the absence of the President or in the President’s inability to serve.

C. Shall be the primary liaison for Command Staff at the rank of Major and below at their respective stations.

D. Shall preside at all meetings and perform all duties otherwise performed by the president

E. Shallbe authorized to act as cosigner of funds drawn against the Union in place of either the President or Treasurer.F. Will be the liaison between officers and the Union President and the Union Attorney.

Section 3. Vice President. The Vice President:

A. Shall assist the President with the duties of office.

B. Shall assume command in the absence of the First Vice President or in the President’s inability to serve.

C. Shall be the primary liaison for Command Staff at the rank of Major and below at their respective stations.

D. Shall preside at all meetings and perform all duties otherwise performed by the First Vice President

E. Shall be authorized to act as cosigner of funds drawn against the Union in place of either the President or Treasurer.

F. Will be the liaison between officers and the Union President and the Union Attorney.

Section 4. Treasurer. The Treasurer:

A. Shall receive and receipt for all moneys of the Union.

B. Shall deposit all money so received in the name of the Union in a bank(s) selected by the Executive Committee. Money deposited shall be withdrawn only by check signed by the treasurer or authorized representative.

C. Shall prepare and sign checks for such purposes as required by the Constitution or authorized by the membership or the Executive Committee.

D. Shall keep an accurate record of receipts and disbursements, and shall once every two months submit to the membership an operating statement of the Union’s financial transactions for the previous month.

E. Shall see that any financial report required by IUPA’s Constitution is submitted in accordance with IUPA’s Constitution.

Section 5. Secretary. The Secretary:

A. Shall keep a record of the proceedings of all membership and Board meetings.

B. Shall be responsible for preparing and distributing the electronic newsletter, required notices, and other communications with the membership, subject to oversight by the Board.

C. Shall carry on the official correspondence of the Union, except as the BoardCommittee may direct.

D. Shall be authorized to act as a cosigner of funds drawn on the Union in place of either the President or Vice Presidents.

E. Shall be the repository of all historical documents and ensure these documents are transitioned to the next Board or Secretary.

Section 6. Head Shop Stewards. Head Shop Stewards:

A. Board Board Shall serve as elected members of the Board.

B. Board Shall be the liaison between officers and the station Shop Stewards and the Vice Presidents.

C. Shall be the facilitator, when necessary, between the officer and the Squad Level supervisor.

D. Board. Shall identify and manage squad level Shop Stewards.

Section 7. The Board: The Board shall be the governing body of the Union. All matters affecting the policies, aim, and means of accomplishing the purposes of the Union, not specifically provided for in this Constitution or by the action of the membership at a regular or special meeting shall be decided by the Board. The Board shall meet at the call of the President, or of a majority of the members of the Board. A report on all actions taken by the Board shall be made to the membership at the next following meeting. Minutes of every meeting shall be promptly forwarded to the President. If any Board member fails to attend three (3) consecutive meeting (without cause) a vote by the remaining Board members will determine if the board member will remain in their position. Vacancies in office resulting from failure to attend meeting, shall be filled for the remainder of the term by vote of the Board.

Section 8. Executive Committee. The Executive Committee:

A. Shall consist of the President, the two Vice Presidents, the Treasurer and the Secretary.

B. Shall appoint all standing committees and all special committees of the Union.C. Shall report periodically to the membership regarding the progress and standing of the Union and regarding the Boards’ official acts.

D. Board Board Shall authorize by majority vote, all Union expenditures that are $1000.00 or less.

E. Shall be responsible for the collection, submission, and recording of all new member applications.

F. Shall authorize by majority vote, all arbitrations, Unfair Labor Practice charges, and lawsuits subject to the approval from the IUPA.

**ARTICLE VIII**

**Miscellaneous Provisions**

Section 1. International Constitution. The Union shall at all times be subject to the provisions of IUPA’S Constitution.

Section 2 Authorization Necessary to Represent The Union. Except to the extent specified in this Constitution, no officer of the Union shall have the power to act as an agent for or otherwise bind the Union in any way whatsoever. No member or group of members or other person(s) shall have the power to act on behalf of or otherwise bind the Union except to the extent specifically authorized in writing by the Board.

Section 3. Rules of Order. Robert’s Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of the Union or of the I.U.P.A.

Section 4. Grievances. All grievances brought forward must be filed in accordance with the Collective Bargaining Agreement with MWAA.

Section 5. Arbitration. Members wishing to pursue a case to arbitration shall submit a written request to the President immediately, but no later than five (5) days of the members receipt of the final decision in the grievance procedure. The request to arbitrate will be reviewed by the Executive Committee and is subject to final approval by IUPA. , An explanation as to why the arbitration was rejected will be submitted to the complainant(s) in writing from the Union Attorney.

Section 6. Expenses. The Executive Committee and/or the membership will approve all costs associated with the Union. Should The Board elect to pay for annual parking passes, no vote is required.

Section 7. Union Conference Expenses.

Members on official Union business (attending IUPA/COPS meetings, conferences, etc.) may receive reimbursement using MWAA policy as a guide, however not to exceed $50/day for meals and miscellaneous expenses. With accompanying receipts, any member who is on official Union business may apply for reasonable reimbursement to cover costs. All expenses must be submitted in writing to the Treasurer. Other operating costs will be reimbursed as determined by the Board. The Board may approve $1,000 or less. The majority of the voting members must approve any expenses in excess of $1,000.

Section 8. Affiliations. Upon approval of the Board, the Union may be affiliated with other law enforcement related organizations (VCOPS, Benevolent Fund, etc.).

Section 9. Union Property. All Union property will be recorded in an inventory system. The inventory will list the name of the item, serial number (if appropriate), date purchased, cost, Union officer utilizing property, date property was transferred to said officer, and the date the property was returned to the Board. It is the responsibility of the assigned Union officer toensure the issued property is properly maintained. Upon termination of labor Union duties, all Union property shall be returned to the Board.

**ARTICLE IX**

**Amendment**

This Constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change. Proposed amendments to this Constitution must be made at either a regular meeting or by electronic vote. If amended by regular meeting, the Board shall provide the proposed amendments at one regular meeting, and the amendments shall be voted on at a subsequent regular meeting of the Union; adequate and proper notice having been given to the members prior to the date on which the vote is taken. A written copy of the proposed amendment shall be available to every eligible voter at the meeting at which the vote is taken. If amended by electronic vote the Board shall provide the proposed amended language via electronic mail to the members, and the amendments shall be voted on via electronic vote no less than fifteen (15) days from when the proposed amendment language was emailed to members. Regardless of whether the amendment is by regular meeting or by electronic voting, the Board will post a copy of the proposed amendment on the Union website no less than fifteen (15) days prior to the vote.

**ARTICLE X**

**Indemnification**

To the fullest extent permissible by law, the Union may indemnify and defend an individual made party to a legal proceeding due to the individual’s position within the Union. The Union may purchase and maintain insurance to defend and indemnify the Union Board.

**ARTICLE XI**

**Dissolution**

Section 1. Dissolution. The Union shall not be dissolved so long as three (3) or more members in good standing acknowledge the Union’s authority and continue to comply with this Constitution. In the event that fewer than three (3) members acknowledge the Union’s authority, the Union shall be dissolved in accordance with Commonwealth of Virginia law.

Section 2. Disbursement of Funds upon Dissolution. Upon dissolution, all of the Union’s real and personal property shall be liquidated into cash by public or private sale conducted under the supervision of the Executive Board and all of it debts and expenses shall be paid from the proceeds of such sales. Any funds in excess of that necessary to pay debts and expenses shall not inure to the benefit of any member and shall be donated to a recognized charitable organization selected by the Executive Board.

Amended: September 1996

 September 2002

 August 2017

 May 2018

Date:

 Board Member

Date:

 Board Member

Date:

 Board Member

Date:

 Board Member